



Software Installation

and

User Manual



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Chapter 1 Software Installation

1-1 System Requirements

Processor: Windows XP with Service Pack3 (SP3) (32-bit).

Windows Vista with SP1 (32-bit or 64-bit).

Windows 7 (32-bit or 64-bit).

Memory: 2 gigabyte (GB) RAM or higher.

Hard Drive: 5 gigabytes (GB) free space.

Display: 19" wide screen monitor with 1024 x 768 or higher resolution.

Network: 10/100 mbps network interface card and high speed internet service.

Email: A valid email account, Password, and SMTP mail server address.

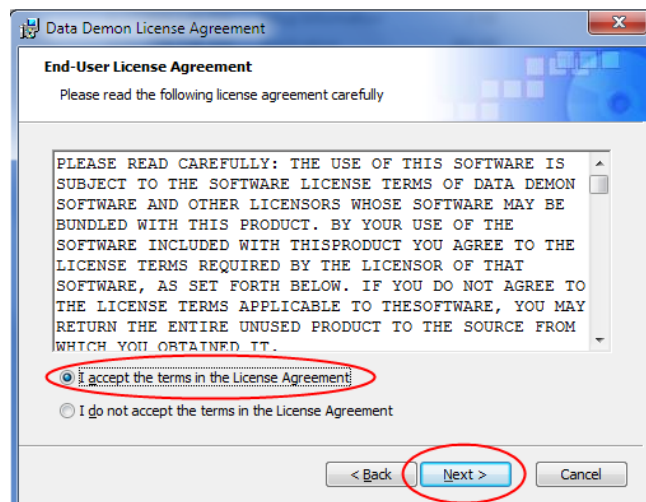
Software: Adobe Reader and Microsoft dot net frameworks version 3.5 or newer

1-2 Installation and setup

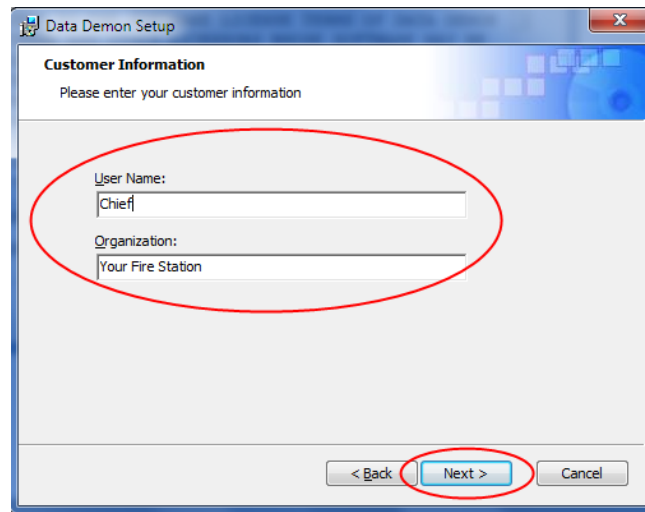
Data Demon can be installed from either the USB thumb drive provided at original sale, or by downloading it from <http://www.bluedevildata.com/downloads>. If you download the software you must contact Blue Devil Data for the password to unzip the file.

Browse for setup.exe and double click the file

Name	Date modified	Type	Size
Files	10/26/2011 8:30 PM	File folder	
autorun.inf	4/22/2008 2:49 PM	Setup Information	1 KB
setup.exe	12/1/2008 8:46 AM	Application	484 KB

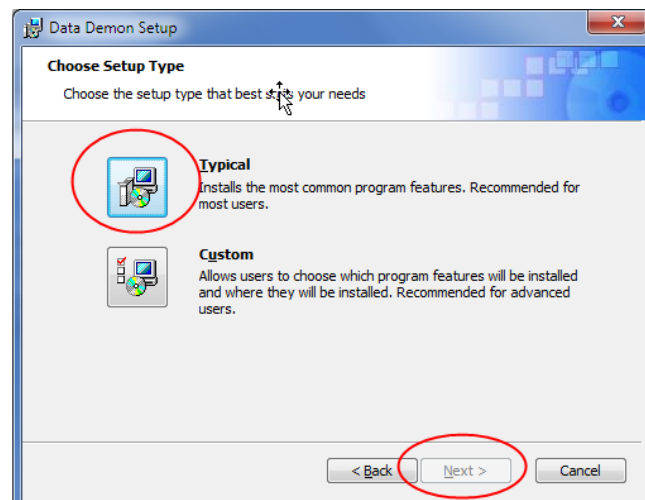


Enter your User Name and Organization.

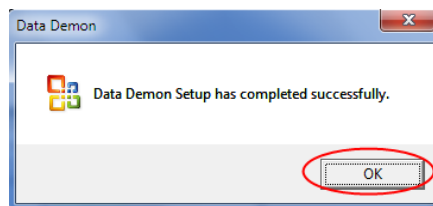
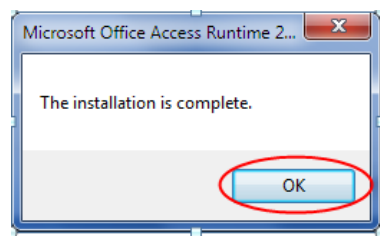
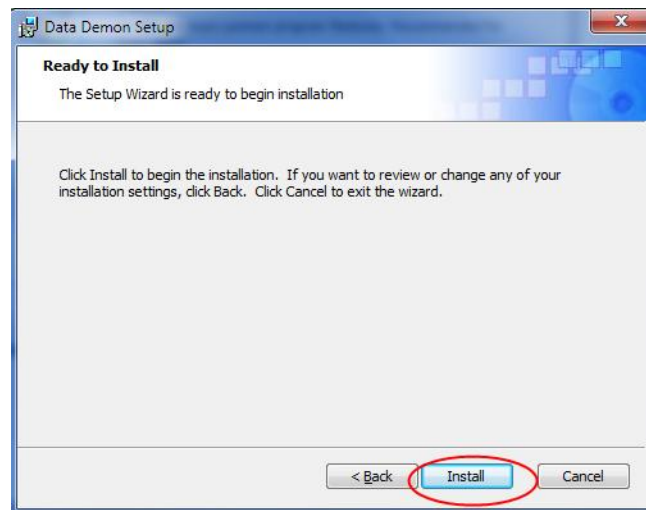


The screenshot shows the 'Data Demon Setup' window with the 'Customer Information' tab selected. The window title is 'Data Demon Setup'. Below the title bar, it says 'Customer Information' and 'Please enter your customer information'. There are two text input fields: 'User Name:' with the text 'Chief' and 'Organization:' with the text 'Your Fire Station'. Both input fields and the 'Next >' button at the bottom right are circled in red. The 'Back <' button is disabled.

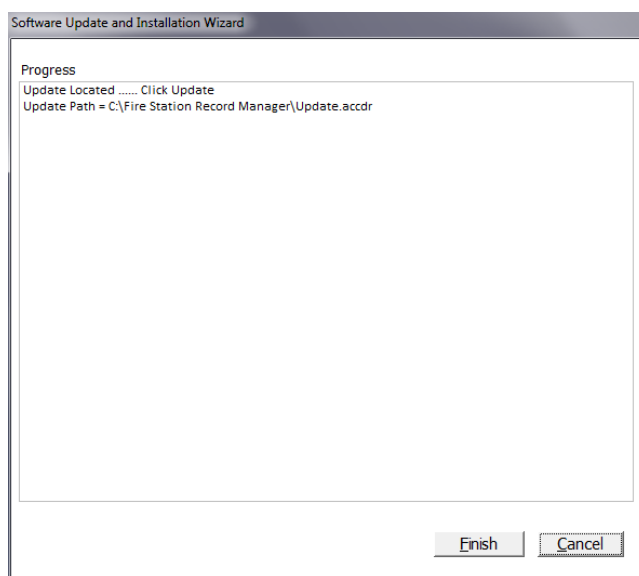
Select typical and click next



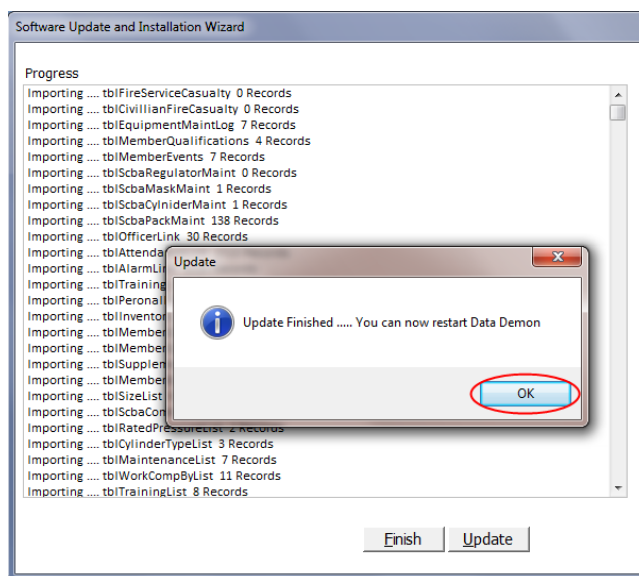
The screenshot shows the 'Data Demon Setup' window with the 'Choose Setup Type' tab selected. The window title is 'Data Demon Setup'. Below the title bar, it says 'Choose Setup Type' and 'Choose the setup type that best suits your needs'. There are two options: 'Typical' and 'Custom'. The 'Typical' option is selected, indicated by a red circle around its icon and text. The 'Custom' option is also circled in red. The 'Next >' button at the bottom right is circled in red. The 'Back <' button is disabled.



Click Finish



Data Demon will restart after you select OK.

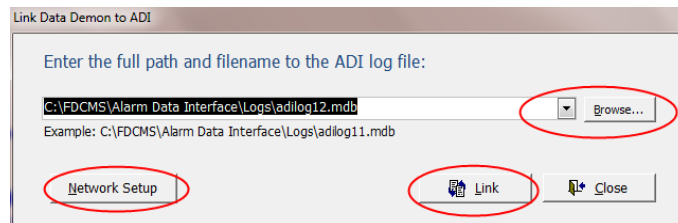


Congratulations Data Demon is successfully installed.

1-3 Link to ADI

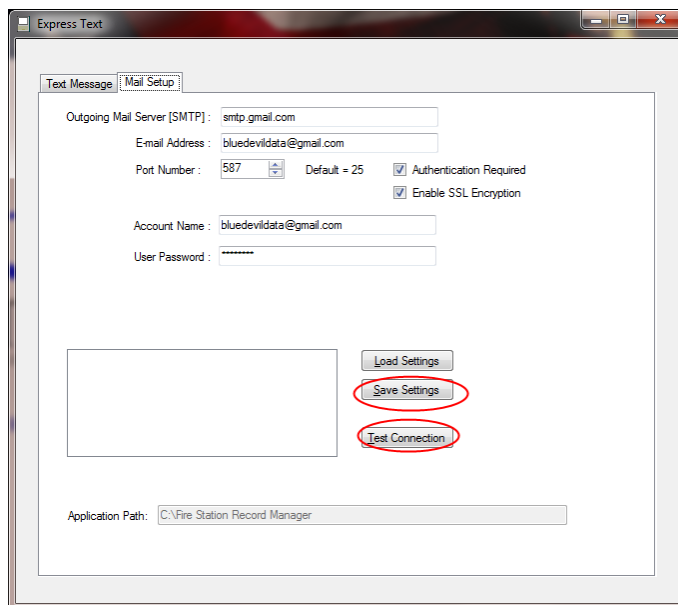
If ADI is being used to import your incidents, then select the Link ADI button from the main menu. If link ADI is grayed out, you either don't have permissions or you did not select a county of primary dispatch.

Next if ADI is not installed on this computer then you must map the data by selecting the Network Setup button. Else select the path to the ADI log file by either the dropdown or the browse button if the path is not listed on the dropdown. Then select the Link button.



1-4 SMTP mail setup

Select Express Text from the main menu, and then choose the mail setup tab. Save your settings then Test the connection.

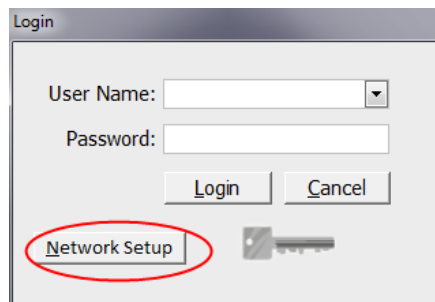


1-5 Client workstation setup

Before you can install the client software, you must first set up a share on the server.

Share the folder (C:\Fire Station Record manager).

After you have successfully installed the client workstation software, you must select the Network Setup button



Enter the name of the computer that is running the server software. Then select. the connect to server button.



Chapter 2 Getting Started

2-1 Keys to remember



The **escape key** is the most important key to remember. Anytime you are entering data and either change your mind or trigger an error, press the escape key twice to exit the edit.



The delete key is used anytime you want to delete a child record. Select the blue area at the left side of the record, the entire record will be highlighted and then you can press the delete key to remove the record.

Any dropdown that allows you to add, edit, or delete from the list will have a little icon at the bottom or sometimes the top. Click on the icon to edit the list.

The screenshot shows the 'Member Records' software interface. On the left is a list of roles with checkboxes: Firefighter, Interco, CFR, EMT, Paramedic, Driver, Fire Police, Life Member, Support Staff, Junior Explorer, Training Officer, Safety Officer, and HAZMAT. The main area contains form fields for a member's details: ID Number (04), Last Name (Michaels), First Name (Anthony), MI, Suffix, Address (14235), Street Name (Canal), Street Type (RD), City (Oak Hill), State (NY), Zip Code (13022), Status (Tully), PO Box, and Apartment / Room Number. On the right is a sidebar with buttons: Add New Member, Delete Member, Save Member, Find Member, Training Report, Inventory Report, Qualified Report, and Journal Report. At the bottom is a 'Member List' tab with a table of members.

ID	Member	Status
02	Ainsley Jones L	ACTIVE
08	Bond William	ACTIVE
07	Elsworth Laura	ACTIVE
10	Helgenburg Martin	ACTIVE
01	Jones Dave E	ACTIVE
03	Kellogg Lisa	ACTIVE
04	Michaels Anthony	ACTIVE
05	Roberts Ann	ACTIVE
09	Speiss George	ACTIVE
05	Zebb Walter	ACTIVE

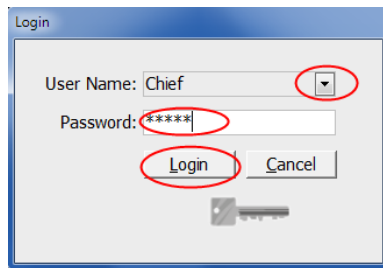
Enter new records at the bottom of the list box. Delete a record by selecting the blue area at the left side of the record, the entire record will be highlighted and then you can press the delete key.

The screenshot shows a 'ZipCode List' dialog box with two columns: 'Zip Code' and 'City'. The list contains four entries: 13027 Baldwinsville, 13084 Lafayette, 13022 Oak Hill, and 13159 Tully. The entry for 13022 Oak Hill is highlighted with a blue background. Below the list is a red-bordered box containing an asterisk (*).

Zip Code	City
13027	Baldwinsville
13084	Lafayette
13022	Oak Hill
13159	Tully

2-2 First time login

Use the dropdown arrow and select chief. The password is also chief, Click login.

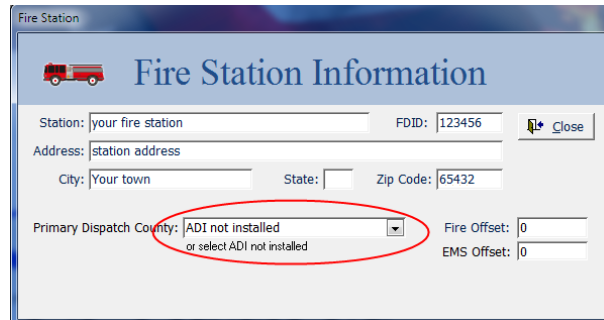


2-3 Fire station setup

You are now at the main menu. Select the computer in the upper left side if you need to contact technical support, or product sales. Also you can select the see what's new icon to review software versions, check out new features, or download documentation. Important messages from Blue Devil Data and technical tips will also be displayed here.



Select fire station from the main menu. The station name you enter here will be at the top of all reports. Your FDID entered here is used when sending all your state reports. If you use ADI to receive you incident data. select your primary county of dispatch. Fire and EMS offsets are used when your NFIRS incident number is different from the county's incident numbering system.



The image shows a software window titled "Fire Station Information". It contains several input fields: "Station:" with the text "your fire station", "FDID:" with the value "123456", "Address:" with the text "station address", "City:" with the text "Your town", "State:" (empty), and "Zip Code:" with the value "65432". There is a "Close" button in the top right. Below these fields is a "Primary Dispatch County:" dropdown menu, which is circled in red and shows the option "ADI not installed" with a subtext "or select ADI not installed". To the right of this dropdown are two more fields: "Fire Offset:" with the value "0" and "EMS Offset:" with the value "0".

2-4 Users and Passwords

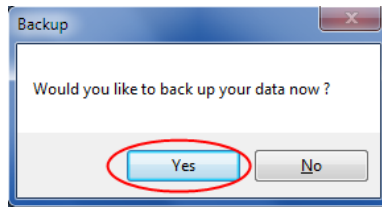
You can either select a user from the list to change their privileges and password. Or you can add a new user. Never delete all the users, and at least one user needs to have the privileges to edit all the other users.



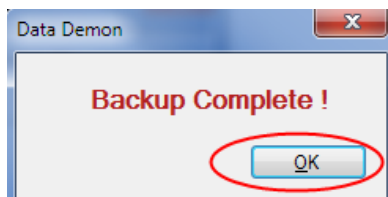
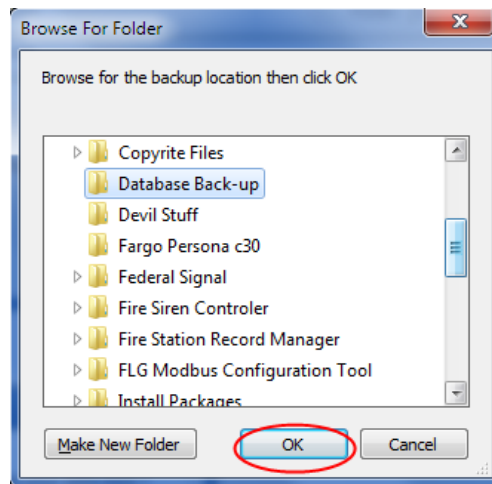
The image shows a software window titled "Users and Privileges". It has a "Close" button in the top right. Below the title bar are three buttons: "Add New User" (circled in red), "Delete User", and "Undo Changes". On the left side, there are two input fields: "User Name:" with the text "Chief Don Nichols" and "Password:" with the text "*****". Below these is a "Save" button (circled in red). To the right of the input fields is a list titled "Select user to edit" with the following names: "Bill", "Chief Don Nichols" (circled in red), "Don", "ken", and "Kevin Speers". On the right side of the window is a "Privileges" section with a list of checkboxes, all of which are checked: "Users & Passwords", "Station", "Members", "Officers", "Calendar", "Attendance", "Incidents", "Send Incident Reports", "Inventory", "Equipment Maintenance", "SCBA Maintenance", "Backup Database", "Report Wizard", "Update Software", "Link ADI", "ExpressText", "Fuel Log", and "Water Log". At the bottom right are two buttons: "Check All" and "Check None". A red note at the bottom left states: "NOTE: You must restart the program for the new privileges to take affect."

2-5 Back-up your data

You can either backup your data by selecting the Database Backup button from the main menu or the system will prompt you every time you exit the program.



Simply browse to a folder location, and select OK.

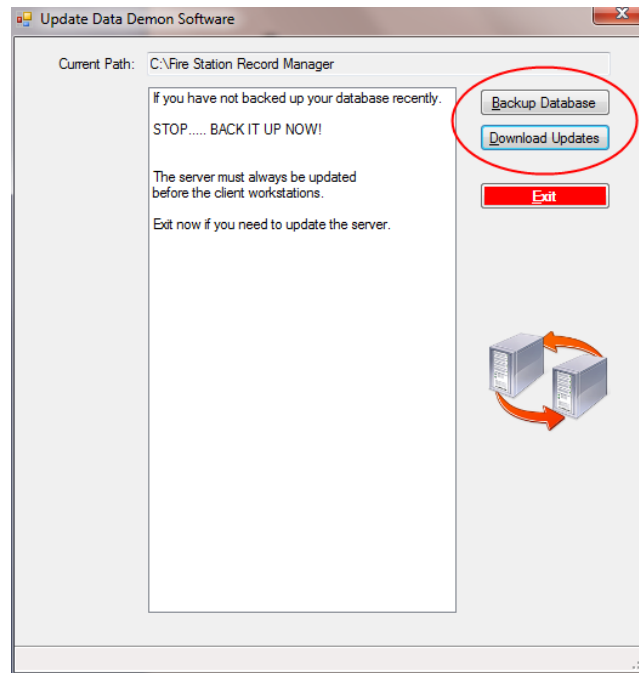


It is that simple.

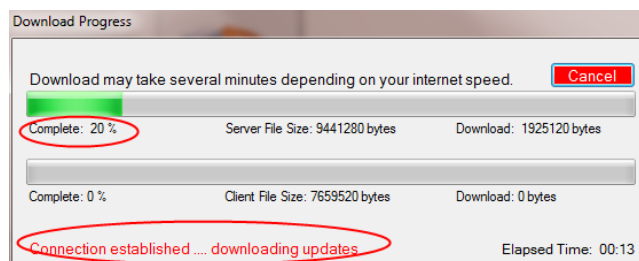
2-6 Update software

After you back up your database you can now update your software by selecting the Update Software button from the main menu.

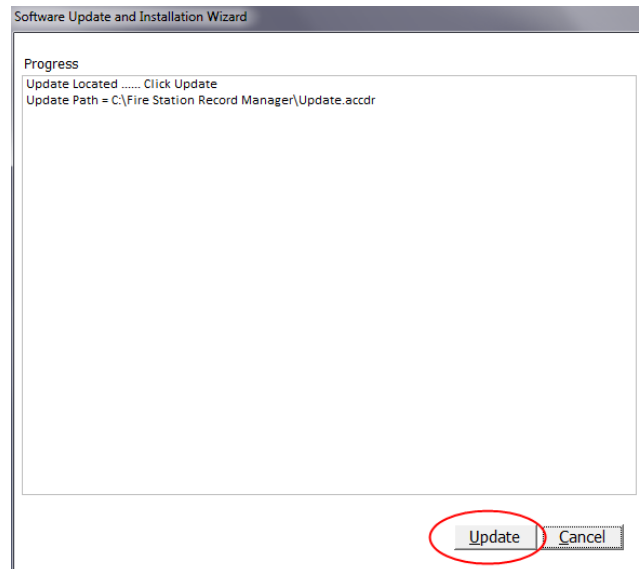
Select the Download Updates button



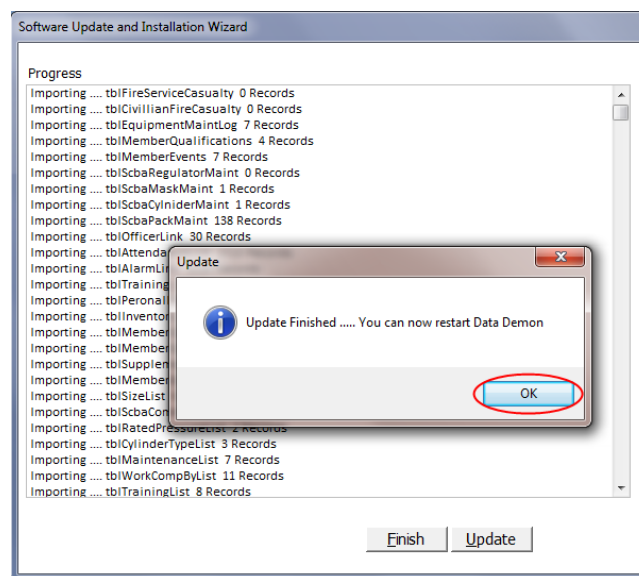
The download progress box will open and display your connection status and percent complete.



After the software has been downloaded, you must next import your data into the new program by selecting the Update button.



Data Demon will restart after you select OK.



If your update gets corrupted when downloading**DO NOT** run update a second time without first undoing your last update from the restore database program. See chapter 2-7

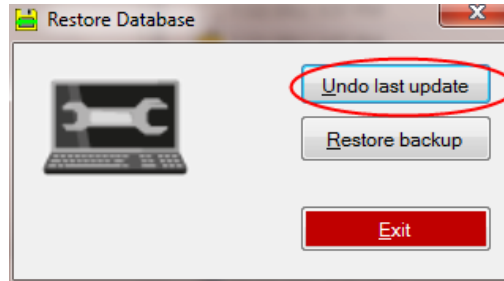
2-7 Restore Database

There are two main reasons you may want to restore a backup, If data corruption occurs during a software update or if the database is lost or corrupt. To restore the database you must start. Browse to

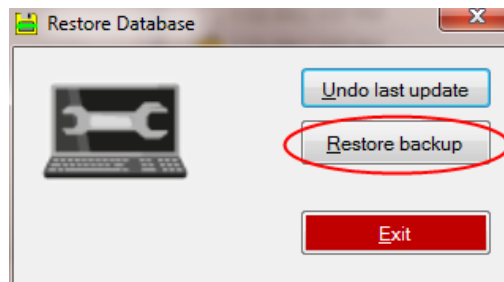


“C:\fire Station Record Manager\restore database.exe”,and start the program.

If the corruption occurred during a software update, then select undo update.



If your data was lost or corrupted for all other reasons then select restore backup, and browse for your latest backup.



If you have client workstation software, you can only restore the server database. Clients have no data.

Chapter 3 Membership

3-1 Adding a new member

Select Add New Member and assign a unique ID number that will never be reused.

You must select “Active” or “Probationary” for member status or the member can’t be added to any attendance. **NEVER** delete a member, simply change their status.

The screenshot shows the 'Member Records' form. The 'Add New Member' button is circled in red. The 'Status' dropdown menu is also circled in red, showing the 'ACTIVE' option. The form includes fields for ID Number, Last Name, First Name, MI, Suffix, Address, Street Name, Street Type, City, State, Zip Code, PO Box, and Apartment / Room Number. A list of roles is on the left, and a list of reports is on the right.

ID	Member	Status
02	Ainsley Jones L	ACTIVE
08	Bond William	ACTIVE
07	Elsworth Laura	ACTIVE
10	Helgensurg Martin	ACTIVE
01	Jones Dave E	ACTIVE
03	Kellogg Lisa	ACTIVE
04	Michaels Anthony	ACTIVE
06	Roberts Alvin	ACTIVE
09	Speiss George	ACTIVE
05	Zebb Walter	ACTIVE

Cell phone information must be completed if you are going to use Express Text, including cell phone carrier. Members can receive messages by either text message or email.

The screenshot shows the 'Member Records' form with the 'Cell Phone' field and the 'Carrier' dropdown menu circled in red. The form includes fields for Identification (Date of Birth, SS Number, State Fire ID Number, State EMS ID Number, Drivers License Number, Drivers License Class, Expiration Date), Dates (Hire Date, Retire Date, CFR Exp. Date, EMS Exp. Date, Last Physical, Last Mask Fit Test), Emergency (Contact, Phone, Relationship), and Notification (Home Phone, Work Phone, Cell Phone, Carrier, Notification, Email). The 'Cell Phone' field is (315) 299-3342 and the 'Carrier' is Verizon.

3-2 Training Records

Member training records can be logged including course name, hours, and date of completion.

Firefighter

Interior

CFR

EMT

Paramedic

Driver

Fire Police

Life Member

Support Staff

Junior Explorer

Training Officer

Safety Officer

HAZMAT

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☒

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ID Number: 02

Last Name: Ainsley

First Name: Jones

Mt: ☐

Suffix: ☐

Address: 7865

Street Name: Elm

Street Type: ST

City: Oak Hill

State: NY

Zip Code: 13022

Status: ACTIVE

PO Box:

Apartment / Room Number:

Add New Member

X

Delete Member

Save Member

Find Member

Training Report

Inventory Report

Qualified Report

Journal Report

Close

Member List

Information

Training

Inventory

Qualified

Journal

ID Card

Course Name	Hours	CICS Number	Date
Emergency Medical Technician	99		7/8/2011
CPR/AED	5		4/5/2011
Emergency Vehicle Operation	16		10/12/2007
Firefighter II	80		5/2/2005
Fire Attack II	55		9/6/2003
Fire Officer II	34		8/13/2003
Fire Officer I	34		4/6/2003
Fire Attack I	55		7/6/2002
Auto Extinction	16		2/4/2002
Arson Awareness	16		6/7/2001
Firefighter I	80		1/2/1992

3-3 Personal Inventory

Inventory tracking system can track member inventory including cost and expiration dates.

Firefighter

Interior

CFR

EMT

Paramedic

Driver

Fire Police

Life Member

Support Staff

Junior Explorer

Training Officer

Safety Officer

HAZMAT

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ID Number: 02

Last Name: Ainsley

First Name: Jones

Mt: ☐

Suffix: ☐

Address: 7865

Street Name: Elm

Street Type: ST

City: Oak Hill

State: NY

Zip Code: 13022

Status: ACTIVE

PO Box:

Apartment / Room Number:

Add New Member

X

Delete Member

Save Member

Find Member

Training Report

Inventory Report

Qualified Report

Journal Report

Close

Member List

Information

Training

Inventory

Qualified

Journal

ID Card

Item	Inventory No	Manufacturer	Model	Serial Number	Size	Date Issued	Date Returned	Cost	Date Manufa
Boots		Motorola	Monitor III	1142354456	9W	2/4/1998	4/18/2009	\$395.00	
Bunker Pants		Globe			Large			\$150.00	5/15/2011
Firefighting Gloves		Globe			Large			\$1,400.00	5/15/2011
Turnout Coat		Globe			Large			\$55.00	9/12/2011
Hood		Globe			Large			\$1,000.00	5/15/2011
Payer		Motorola	Monitor IV	1236998299	Large	4/18/2009		\$34.00	10/31/2010

3-4 Member Qualifications

Designed to track apparatus a member maybe qualified to drive. And track specific equipment a member is trained to operate. Also when and who approved them.

The screenshot shows the 'Member Records' application with the 'Qualified' tab selected. The top section contains member information fields: ID Number (02), Last Name (Ainsley), First Name (Jones), MI (L), and Suffix. Below these are address fields: Address (7865), Street Name (Elm), Street Type (ST), City (Oak Hill), State (NY), and Zip Code (13022). Status is set to ACTIVE. On the right, there are buttons for Add New Member, Delete Member, Save Member, Find Member, Training Report, Inventory Report, Qualified Report, and Journal Report. The bottom section is a table with columns: Qualified Date, Qualified to Operate, and Approved By.

Qualified Date	Qualified to Operate	Approved By
7/24/2012	Engine 1	Chief Bloom
7/3/2012	Ladder 3	Chief Jefferson
5/2/2012	Hydraulic Rescue Tool	Chief Bloom
*		

3-5 Member Journal

The journal was designed to track member activities, achievements, acts of heroism, and discipline.

The screenshot shows the 'Member Records' application with the 'Journal' tab selected. The top section contains the same member information fields as the previous screenshot. The bottom section is a table with columns: Event Date, Event, and Comments.

Event Date	Event	Comments
7/10/2012	Saved a cat	
7/27/2012	Suspended for 30 days	Did not follow orders
*		

3-6 ID Badges

Browse for a photo. The photo must be approximately 140 X 140 pixels. Edit the photo size with your favorite photo editing software.

ID cards and accountability tags can be printed and laminated.

Member Records

Member Records

Freightler ☒ Interior ☒ CFR ☒ EMT ☒ Paramedic ☒ Driver ☒ Fire Police ☒ Life Member ☒ Support Staff ☒ Junior Explorer ☒ Training Officer ☒ Safety Officer ☒ HAZ-MAT ☒

ID Number: 02 Last Name: Ainsley First Name: Jones MI: Suffix:

Address: 7865 Street Name: Elm Street Type: ST

City: Oak Hill State: NY Zip Code: 13022

Status: ACTIVE PO Box: Apartment / Room Number:

Rank: Captain Blood Type: A+ Organ Donor ☒

HAZ-MAT Level: Physician: Dr. Baker

Allergies: None

Medical History: Diabetic

Medications: Novalog

Member Photo

Photos may have to be resized to approximately 140 X 140 pixels with Photoshop, Picasa, or your favorite photo editing software.

Browse for Photo ...

Delete photo

ID Card

Accountability Tag

3-7 Reports

Individual member reports can easily be generated here. Complex reports or reports that require a date range are located in the report wizard.

Member Records

Member Records

Freightler ☒ Interior ☒ CFR ☒ EMT ☒ Paramedic ☒ Driver ☒ Fire Police ☒ Life Member ☒ Support Staff ☒ Junior Explorer ☒ Training Officer ☒ Safety Officer ☒ HAZ-MAT ☒

ID Number: 02 Last Name: Ainsley First Name: Jones MI: Suffix:

Address: 7865 Street Name: Elm Street Type: ST

City: Oak Hill State: NY Zip Code: 13022

Status: ACTIVE PO Box: Apartment / Room Number:

Rank: Captain Blood Type: A+ Organ Donor ☒

HAZ-MAT Level: Physician: Dr. Baker

Allergies: None

Medical History: Diabetic

Medications: Novalog

Find Member

Training Report

Inventory Report

Qualified Report

Journal Report

Close

Member List Information Training Inventory Qualified Journal ID Card

Identification

Date of Birth: 5/16/1980

SS Number:

State Fire ID Number: NYS55432

State EMS ID Number:

Drivers License Number: 444632578

Drivers License Class: D

Expiration Date: 1/4/2017

Dates

Hire Date: 5/16/2001

Retire Date:

CFR Exp. Date: 4/5/2013

EMS Exp. Date:

Last Physical: 4/2/2011

Last Mask Fit Test: 12/13/2011

Emergency

Contact: Dave

Phone: (315) 283-1234

Relationship: Spouse

Notification

Home Phone: (315) 345-9876

Work Phone: (315) 676-7772

Cell Phone: (315) 299-3342

Carrier: Verizon

Notification: Text Message

Email: ajones@aol.com

Chapter 4 Officers

4-1 Adding and editing officers

Select the year you are planning to edit. Use the drop down list to select the position of office, then enter a member's ID number or select their name from the drop down list. You can't select the next position until you have selected a member for the current position.

Position	ID Number	Last Name	First Name	MI	Suffix	LOSAP Points	Date
1st Assist Chief	03	Kellogg	Lisa			25	1/1/2012
2nd Assist Chief	05	Zebb	Walter			25	1/1/2012
Chief	01	Jones	Dave	E		25	1/1/2012
Fire Captain	07	Elsworth	Laura			20	1/1/2012
Fire Lieutenant	08	Bond	William			15	1/1/2012
President	02	Ainsley	Jones	L		25	1/1/2012
Secretary	08	Bond	William			20	1/1/2012
Treasurer	04	Michaels	Anthony			20	1/1/2012
Vice-President	09	Speiss	George			20	1/1/2012
*							

4-2 Editing positions and LOSAP points

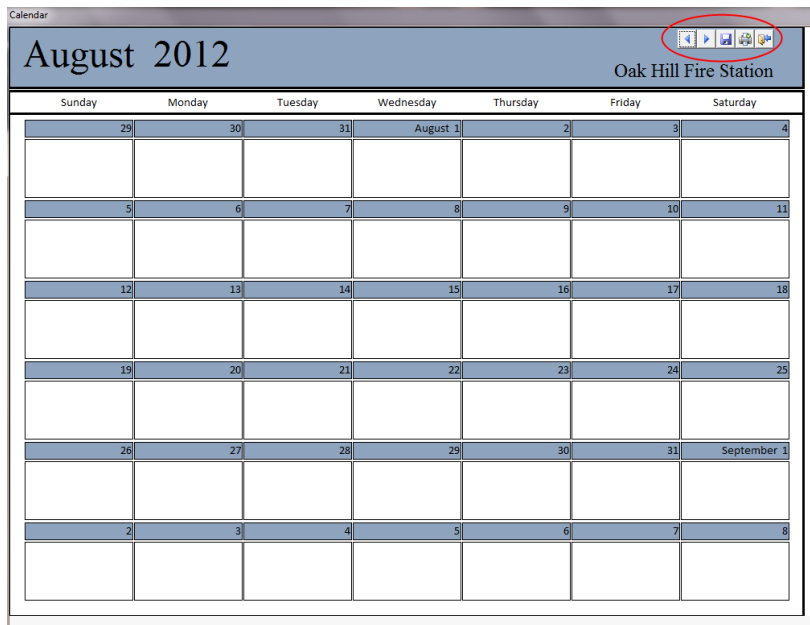
To edit the officer or LOSAP list select the icon at the bottom of the officer dropdown list.

Position	LOSAP Points
1st Assist Chief	25
2nd Assist Chief	25
Assist Secretary	15
Assist Treasurer	15
Board of Directors	15
Chief	25
EMS Captain	20
Fire Captain	20
Fire Lieutenant	15
Fire Police Captain	20
Fire Police Lieutenant	15
President	25
Rescue Captain	20
Rescue Lieutenant	15
Secretary	20
Treasurer	20
Vice-President	20
*	0

Chapter 5 Calendar

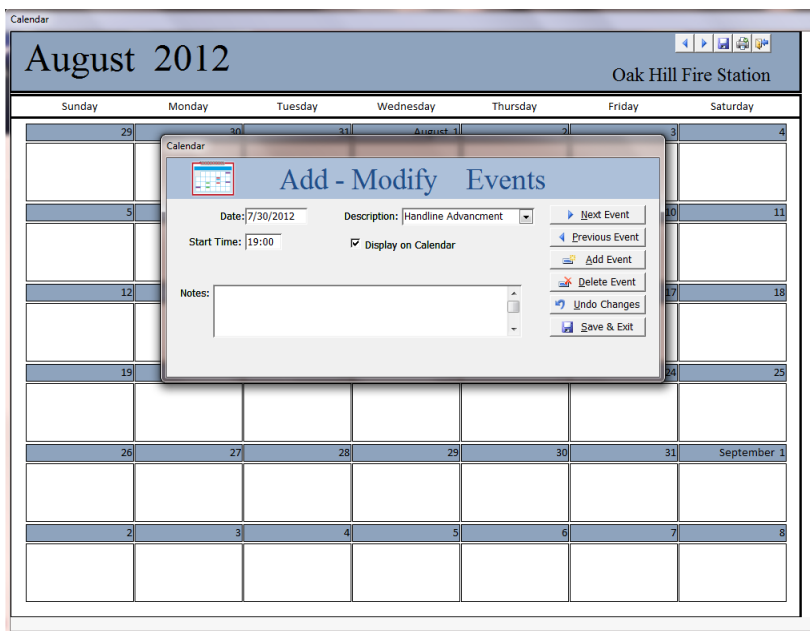
5-1 Navigating the calendar

The tool bar contains five buttons, View previous month, View next month, Save, Print, and Close.



5-2 Adding and editing events

Double click on the day you want to add a new event or modify an existing event and the dialog box will open. You can have up to four events per day. If you have an event you don't want printed on the general membership calendar, simply uncheck the display on calendar box.



Chapter 6 Attendance

6-1 Adding and editing events

Events that were previously added to the calendar can now have attendance added. If an event was not previously added to the calendar, you can add a new event here and it will be displayed on the calendar if the checkbox display on calendar is checked.

6-2 Event Types

The event type dropdown is a fixed list based on the LOSAP standard and cannot be changed. Drills should not be confused with Training. Drilled are your weekly practice and Training is course that you receive a certificate for (EMT, Firefighter 1, Emergency vehicle operation, etc.) Standby credit is given when you standby for another department that is not directly related to an incident (funeral, banquet) not to be confused with a move up, or standby at your station for impending weather or other natural disaster.

Date	Event Type	Description	Instructor
7/30/2012		Handline Advancement	
11/16/2012	DRILLS	Confined Space	Kevin Clark
1/9/2012		EMS Drill	
1/7/2012		Chicken BBQ	
1/2/2012		Monthly Meeting	
12/25/2011		Haz-Mat Refresher	
12/21/2011		Line Officer Mtg	
12/21/2011		BOD Meeting	
12/19/2011		High Angle Rescue	
12/15/2011		Commissioner Mtg	
12/12/2011		Auto Extrication	
12/8/2011		Annual Elections	
12/5/2011		Monthly Meeting	

6-3 Delete Events

You cannot delete an event after member attendance has been added to the event. You **must** first delete all the member attendance from the event then you can delete the event. (See 6-3 deleting attendance).

6-4 Adding attendance

First select the attendance tab, then attendance can be added one of two ways. If you know members ID number you can type them in directly, if not you can use the drop down list to select the member. Remember only members that are active or probationary will be on the drop down list. An error will be displayed if a member is added more than once or is not active in your department.

The screenshot shows the 'Attendance Records' window. At the top, there's a header bar with the title 'Attendance Records'. Below it, a form contains fields for 'Date' (1/16/2012), 'Start Time' (18:00), 'Event Type' (DRILLS), 'Description' (Confined Space), 'Drill Length (hrs)' (2), 'LOSAP Points / Credit Hours' (1), and 'Instructor' (Kevin Clark). There's a 'Notes' field with 'Awareness Refresher' and a 'Display on Calendar' checkbox. On the right, buttons for 'Add New Event', 'Delete Event', 'Save Event', 'Undo Changes', 'Find Event', and 'Close' are visible. Below the form is a table with columns for 'Event', 'Attendance', 'OSHA Training', 'ID', 'Last Name', 'First Name', and 'Comments'. The table lists members with IDs 01 through 09. The first row (ID 01, Jones, Dave) is highlighted with a blue background. A red circle is drawn around the ID '01' in the first row. At the bottom, it says 'Total Personnel: 9'.

Event	Attendance	OSHA Training	ID	Last Name	First Name	Comments
			01	Jones	Dave	
			02	Ainsley	Jones	
			03	Kellogg	Lisa	
			04	Michaels	Anthony	
			05	Zebb	Walter	
			06	Roberts	Avin	
			07	Elsworth	Laura	
			08	Bond	William	
			09	Speiss	George	
			*			

Total Personnel: 9

6-5 Deleting attendance

Delete attendance by selecting the blue area at the left side of the member's ID number, the entire record will be highlighted and then you can press the delete key. You can select multiple members by using the shift key.

6-6 OSHA credit

OSHA credit can only be given to drills and training all other event types the tab will not appear.

All members that attended this event will receive the same OSHA credit for this event, the hours are broken down into eight categories and credit can be given in fifteen minute intervals.

Attendance Records

Date: 1/16/2012 Start Time: 18:00 Event Type: DRILLS Description: Confined Space
Drill Length (hrs): 2 LOSAP Points / Credit Hours: 1 Instructor: Kevin Clark

Notes: Awareness Refresher

☒ Display on Calendar

OSHA Required Annual Training

	Hours	Guideline Hours
Hazard Recognition:	0.25	0.5
Response Safety:	0	1.0
Personal Protective Equipment:	1	1.0
Tools and Equipment Safety:	0	1.0
Fire Station Safety:	0	0.5
Fire Scene Safety:	0	1.0
Self Contained Breathing Apparatus:	1.5	2.0
Recent Developments in Safety:	0	1.0
Total	8.0	

6-7 Training credit

When training is selected the update button will appear. After all the members for this training event have been added, the update button will update each members training record with this event.

Attendance Records

Date: 12/12/2011 Start Time: 19:00 Event Type: TRAINING Description: Auto Exdrication
Length (hrs): 2 LOSAP Points / Credit Hours: 1 Instructor:
Course Number:
Notes:
☒ Display on Calendar ☒ ISO Structural Firefighting Credit

OSHA Required Annual Training

	Hours	Guideline Hours
Hazard Recognition:	0.25	0.5
Response Safety:	0	1.0
Personal Protective Equipment:	1	1.0
Tools and Equipment Safety:	0	1.0
Fire Station Safety:	0	0.5
Fire Scene Safety:	0	1.0
Self Contained Breathing Apparatus:	1.5	2.0
Recent Developments in Safety:	0	1.0
Total	8.0	

ID	Last Name	First Name	Comments	Time Stamp
08	Bond	William		8/24/2012 9:37:13 PM
10	Helgengurg	Marvin		8/24/2012 9:37:49 PM
12	Kellogg	Lisa		8/24/2012 9:46:19 PM
*				

Total Personnel: 2

Update attending member training records with this event

Chapter 7 Incidents

7-1 Manually adding an incident

Select add new incident too manually to open a new blank incident. Take notice to incident number has automatically been populated to the next incident number. You can change the incident number but it **must** start with the two digit year, be exactly seven digits long, and be unique, **no duplicates**. The local incident number is optional and only used as a reference to the incident number your county dispatch center may have assigned.

Dispatch information field is for your records only and may be different than the incident type field. You may have been dispatch to a structure fire, but the incident type may be 611-cancelled enroute.

The screenshot shows the 'Incident Records' form. The 'Incident' field is populated with '1100006'. The 'Local Incident Number' field is empty. The 'Add New Incident' button is circled in red. The 'Dispatch Information' field is empty. The 'Type' field is set to 'ST'. The 'Suffix' field is empty. The 'City' field is empty. The 'State' field is set to 'NY'. The 'ZipCode' field is empty. The 'Apartment/Room Number' field is empty. The 'LOSAP Call Type' is set to 'NO CREDIT'. The 'Name' field is empty. The 'Phone' field is empty. The 'Incident List' table is visible below the form.

Date	Incident	Dispatch	Location	City	Authorization
9/8/2012	1100005	Fuel Spill	Oak Hill	ST	12/31/2011
12/10/2011	1100005	Car Fire	9987 Lake	RD	12/31/2011
12/7/2011	1100004	Structure Fire	6523 River	RD	12/31/2011
12/5/2011	1100003	MVA with Injuries	Elm	ST	12/31/2011
12/2/2011	1100002	General Illness	1799 Butternut	ST	12/31/2011
12/1/2011	1100001				

The screenshot shows the 'Incident Records' form. The 'Incident' field is populated with '1100001'. The 'Local Incident Number' field is empty. The 'Add New Incident' button is circled in red. The 'Dispatch Information' field is set to 'General Illness'. The 'Type' field is set to 'ST'. The 'Suffix' field is empty. The 'City' field is set to 'Oak Hill'. The 'State' field is set to 'NY'. The 'ZipCode' field is set to '13022'. The 'Apartment/Room Number' field is empty. The 'LOSAP Call Type' is set to 'EMS / MEDICAL'. The 'Name' field is set to 'Terry Crast'. The 'Phone' field is set to '678-2345'. The 'Incident List' table is visible below the form.

Date	Incident	Dispatch	Location	City	Authorization
12/10/2011	1100005	Fuel Spill	Oak Hill	ST	12/31/2011
12/7/2011	1100004	Car Fire	9987 Lake	RD	12/31/2011
12/5/2011	1100003	Structure Fire	6523 River	RD	12/31/2011
12/2/2011	1100002	MVA with Injuries	Elm	ST	12/31/2011
12/1/2011	1100001	General Illness	1799 Butternut	ST	12/31/2011

7-2 Adding attendance

First select the attendance tab, then attendance can be added one of two ways. If you know members ID number you can type them in directly, if not you can use the drop down list to select the member. Remember only members that are active or probationary will be on the drop down list. An error will be displayed if a member is added more than once or is not active in your department.

Apparatus and duty can be logged for each member that received incident credit. If the member never left the station, then the apparatus would be "Station" and the duty "Standby".

The screenshot shows the 'Incident Records' window with the 'Attendance' tab selected. The 'Incident List' table is visible, showing members and their assigned apparatus and duty. Red circles highlight the 'ID Number', 'Apparatus', and 'Duty' columns.

ID Number	Last Name	First Name	Apparatus	Duty
01	Jones	Dave	Squad-15	Driver
05	Kellogg	Lisa	Squad-15	EMT
05	Zebb	Walter	Squad-15	EMT
*				

Total Personnel: 3

7-3 All Calls

Times must be completed for all incidents unless you were cancelled enroute. The dispatch time and close time are always required.

Incident type and primary action taken are required, secondary action taken is optional.

If mutual aid was given then their state and FDID number are required.

The screenshot shows the 'Incident Records' window with the 'All Calls' tab selected. The 'Times' section shows dispatch, enroute, on scene, and close times. The 'Incident' section shows incident type, primary action taken, and secondary action taken. The 'Resources' section shows apparatus personnel counts. The 'Mutual Aid' section shows checkboxes for mutual aid given/received and fields for FDID number and state. The 'Transaction' section shows checkboxes for new, change, or delete incident. The 'Authorization' section shows officer in charge, member making report, and date.

Times		Incident		Resources	
Dispatch:	12/1/2011 07:04	Incident Type:	321 MEDICAL ASSISTANCE / EMS	Apparatus Personnel	
Enroute:	12/1/2011 07:07	Primary Action Taken:	32 PROVIDE (BLS)	Fire:	0
On Scene:	12/1/2011 07:15	Secondary Action Taken:		EMS:	1
Close:	12/1/2011 07:52			Other:	0

Mutual Aid		Transaction		Authorization	
☐ None	Their FDID Number: 12345	☒ New Incident	Officer In Charge: 01	FDID: 12345	
☒ Mutual Aid Given		☐ Change Incident	Member Making Report: 03	Date: 12/31/2011	
☐ Mutual Aid Received	Their State: NY	☐ Delete Incident			

7-5 Casualties

For civilian casualties only report structure fire related casualties. You must complete a separate civilian casualty report for each fire related injury or death. You must complete all fields within each report.

For firefighter casualties only report members of your station. You must complete a separate firefighter casualty report for each injury or death. You must complete all fields within each report.

The screenshot shows the 'Incident Records' form with the 'Casualties' tab selected. The form includes a 'Directions' section on the left with radio buttons for Address, Intersection, In front of, Rear of, Adjacent to, Directions, and US National Grid. The main form area contains fields for Incident: 1100001, Dispatch Information: General Illness, Number/MilePost: 1799, Prefix, Street Name: Butternut, Type: ST, Suffix, City: Oak Hill, State: NY, ZipCode: 13022, Apartment/Room Number, Local Incident Number, Name: Terry Crast, and Phone: 678-2345. A 'LOSAP Call Type' dropdown is set to EMS / MEDICAL. On the right, there are buttons for Import Incidents, Add New Incident, Delete Incident, Save Incident, Send to NFIRS, End Incident, Print Report, and Close. Below the form, there are tabs for Incident List, Attendance, All Calls, Casualties, and Supplemental Information. The 'Casualties' tab is active, showing a 'Notes' section with four instructions and a 'Casualties' table with columns for Injuries and Deaths. The table has two rows: 'Fire Service' and 'Civilian', each with a count of 0 and a button to 'Edit' casualties.

	Injuries	Deaths	
Fire Service:	0	0	Edit firefighter casualties
Civilian :	0	0	Edit civilian casualties

7-6 Supplemental information

If ADI is used to import your incident then the supplemental information will contain the dispatcher's notes. You can always add your own comments after the dispatcher's notes.

7-7 Sample EMS incident

The screenshot shows the 'Incident Records' form with the 'Supplemental Information' tab selected. The form includes a 'Directions' section on the left with radio buttons for Address, Intersection, In front of, Rear of, Adjacent to, Directions, and US National Grid. The main form area contains fields for Incident: 1100001, Dispatch Information: General Illness, Number/MilePost: 1799, Prefix, Street Name: Butternut, Type: ST, Suffix, City: Oak Hill, State: NY, ZipCode: 13022, Apartment/Room Number, Local Incident Number, Name: Terry Crast, and Phone: 678-2345. A 'LOSAP Call Type' dropdown is set to EMS / MEDICAL. On the right, there are buttons for Import Incidents, Add New Incident, Delete Incident, Save Incident, Send to NFIRS, End Incident, Print Report, and Close. Below the form, there are tabs for Incident List, Attendance, All Calls, Casualties, and Supplemental Information. The 'Supplemental Information' tab is active, showing a 'Times' section with a table for Dispatch, Enroute, On Scene, and Close times. The 'Incident' section contains fields for Incident Type: 321 MEDICAL ASSISTANCE / EMS, Primary Action Taken: 32 PROVIDE (BLS), and Secondary Action Taken. The 'Resources' section contains a table for Apparatus and Personnel counts. The 'Mutual Aid' section contains checkboxes for None, Mutual Aid Given, and Mutual Aid Received. The 'Transaction' section contains checkboxes for New Incident, Change Incident, Delete Incident, and No calls this month. The 'Authorization' section contains fields for Officer In Charge, FDID, Member Making Report, and Date.

Times	Dispatch:	Enroute:	On Scene:	Close :
	12/1/2011 07:04	12/1/2011 07:07	12/1/2011 07:15	12/1/2011 07:52

Resources	Apparatus	Personnel
Fire:	0	0
EMS:	1	3
Other:	0	0

7-8 Sample MVA with injuries incident

Incident Report

Incident Records

Directions: ☐ Address ☒ Intersection ☐ In front of ☐ Rear of ☐ Adjacent to ☐ Directions ☐ US National Grid

Incident: 1100002 Dispatch Information: MVA with Injuries

Number/MilePost: Prefix: Street Name: Elm Type: ST Suffix:

City: Oak Hill State: NY ZipCode: 13022 Apartment/Room Number:

Local Incident Number: LOSAP Call Type: FIRE / RESCUE

Name: Phone: Cross Street/Direction: Center

Import Incidents
Add New Incident
Delete Incident
Save Incident
Send to NFIRS
Find Incident
Print Report
Close

Incident List Attendance All Calls Casualties Supplemental Information

Times
Dispatch: 12/2/2011 19:23
Enroute: 12/2/2011 19:27
On Scene: 12/2/2011 19:30
Close: 12/2/2011 20:33
Copy Dispatch Date ...

Incident
Incident Type: 322 MVA WITH INJURIES
Primary Action Taken: 23 EXTRICATE / DISENTANGLE
Secondary Action Taken: 32 PROVIDE (BLS)

Resources
Apparatus Personnel
Fire: 1 3
EMS: 1 2
Other: 0 0

Mutual Aid
☐ None
☐ Mutual Aid Given
☒ Mutual Aid Received

Transaction
☒ New Incident
☐ Change Incident
☐ Delete Incident
☐ No calls this month

Authorization
Officer In Charge: 01 FID: 12345
Member Making Report: 05 Date: 12/31/2011

7-9 Sample HAZ-MAT incident

For spills greater than 55 gallons you must complete the chemical transaction fields.

Incident Report

Incident Records

Directions: ☐ Address ☒ Intersection ☐ In front of ☐ Rear of ☐ Adjacent to ☐ Directions ☐ US National Grid

Incident: 1100005 Dispatch Information: Fuel Spill

Number/MilePost: Prefix: Street Name: Oak Type: ST Suffix:

City: Oak Hill State: NY ZipCode: 13022 Apartment/Room Number:

Local Incident Number: LOSAP Call Type: FIRE / RESCUE

Name: Chuck Masson Phone: 678-4436 Cross Street/Direction: Fine

Import Incidents
Add New Incident
Delete Incident
Save Incident
Send to NFIRS
Find Incident
Print Report
Close

Incident List Attendance All Calls Property Loss Hazardous Material Release Owner Casualties Supplemental Information

Hazardous Material Release
☐ None
☐ Natural Gas: slow leak, no evacuation or HazMat action
☐ Propane Gas: less than a 21 lb. tank
☐ Gasoline: vehicle fuel tank or portable container
☐ Kerosene: heater or portable storage
☐ Diesel or Fuel Oil: vehicle or portable storage
☐ Household or Office: solvent or chemical spill
☐ Motor Oil: from engine or portable container
☐ Paint: less than 55 gallons
☒ Spills >55 gallons a HazMat form must be completed

Chemical Transaction
UN Number:
Dot Hazard Class:
CAS Registration:
Chemical name:
Container type:
Container capacity: 0
Amount released: 0
Physical state when released:
Released into:

7-10 Sample Fire form

Must be completed for all fires within you departments district.

Incident Report

Incident Records

Directions: ☐ Address ☐ Intersection ☐ In front of ☐ Rear of ☐ Adjacent to ☐ Directions ☐ US National Grid

Incident: 1100004 Dispatch Information: Car Fire

Number/MilePost: 9987 Prefix: N Street Name: Lake Type: RD Suffix:

City: Oak Hill State: NY ZipCode: 13022 Apartment/Room Number:

Local Incident Number:

Name: Craig List Phone: 456-9980

LOSAP Call Type: FIRE / RESCUE

Import Incidents
Add New Incident
Delete Incident
Save Incident
Send to NFIRS
Find Incident
Print Report
Close

Incident List Attendance All Calls Property Loss All Fires Vehicle Fires Owner Casualties Supplemental Information

Ignition

Area of fire origin: 81 PASSENGER AREA

Heat source: 61 CIGARETTE

Item first ignited: 80 GENERAL MATERIALS, OTHER

Type of material first ignited: 71 FABRIC

Contributing factors: NN NONE

Suppression Factors

Fire suppression factors: NNW NONE

Cause of Ignition

☐ Intentional
☒ Unintentional
☐ Failure of equipment
☐ Act of nature
☐ Cause under investigation
☐ Juvenile arson

Human Factors

☒ None
☐ Asleep
☐ Impaired by drugs or alcohol
☐ Unattended person
☐ Possibly mentally disabled
☐ Physically disabled
☐ Multiple persons
☐ Age was a factor

Wildland Fires

Acres burned: 0

Male ☐ Female ☐ Age: 0

7-11 Sample vehicle fire

Vehicle type and make are required, Registration is only required for registered vehicles.

Incident Report

Incident Records

Directions: ☐ Address ☐ Intersection ☐ In front of ☐ Rear of ☐ Adjacent to ☐ Directions ☐ US National Grid

Incident: 1100004 Dispatch Information: Car Fire

Number/MilePost: 9987 Prefix: N Street Name: Lake Type: RD Suffix:

City: Oak Hill State: NY ZipCode: 13022 Apartment/Room Number:

Local Incident Number:

Name: Craig List Phone: 456-9980

LOSAP Call Type: FIRE / RESCUE

Import Incidents
Add New Incident
Delete Incident
Save Incident
Send to NFIRS
Find Incident
Print Report
Close

Incident List Attendance All Calls Property Loss All Fires Vehicle Fires Owner Casualties Supplemental Information

Mobile Property Involved

☐ Not involved in ignition, but burned
☐ Caused ignition, but did not itself burn
☒ Involved in ignition and burned
☐ None

Vehicle Type and Make

Mobile Property Type: 11 AUTOMOBILE

Mobile Property Make: FO FORD

Mobile Property Model: FOCUS

Vehicle Registration

License Plate: 123-JKL

Vehicle Year: 2010

Vehicle State: NY

VIN Number: WT4563LL6753AA

7-12 Sample structure fire

For all structure fires within your district you must complete additionally the property loss form, structure fire form, smoke detector form, sprinkler form, equipment involved form, and owner form.

The screenshot shows the 'Incident Records' form. The top section contains incident details: Incident # 1100003, Dispatch Information: Structure Fire, Number/MilePost: 6523, Prefix, Street Name: River, Type: RD, Suffix, City: Oak Hill, State: NY, ZipCode: 13022, Apartment/Room Number, Local Incident Number, LOSAP Call Type: FIRE / RESCUE, Name: Terry Crane, and Phone: 678-3453. The left sidebar shows navigation options: Directions, Address, Intersection, In front of, Rear of, Adjacent to, Directions, and US National Grid. The right sidebar shows actions: Import Incidents, Add New Incident, Delete Incident, Save Incident, Send to NFIRS, Find Incident, Print Report, and Close. The bottom tabs include Incident List, Attendance, All Calls, Property Loss, All Fires, Equipment Involved, Structure Fires, Smoke Detectors, Sprinklers, Owner, Casualties, and Supplemental Information. The main content area is divided into two sections: Property Use and Estimated Dollar Loss. The Property Use section includes dropdowns for Property Use (419 1 OR 2 FAMILY DWELLING) and Mixed Property Use (NN NOT MIXED USE), and input fields for Number of Residential Units in Building (1) and Number of Buildings Involved (1). The Estimated Dollar Loss section includes input fields for Property Loss (\$100000), Content Loss (\$50000), Pre-Incident Property Value (\$250000), and Pre-Incident Content Value (\$90000).

For basement fires, story of fire origin is [-1]

The screenshot shows the 'Incident Records' form with the same top section as the previous image. The bottom tabs are the same. The main content area is divided into four sections: Structure Type, Building Status, Fire Spread, Building Size, and Building Damage. The Structure Type section includes checkboxes for Enclosed building (checked) and Portable / Mobile structure. The Building Status section includes checkboxes for Under construction, In normal use (checked), Not routinely used, Under renovations, Vacant not secured, Vacant and secured, Being demolished, and Other. The Fire Spread section includes checkboxes for Confined to object of origin, Confined to room of origin, Confined to floor of origin (checked), Confined to building of origin, and Beyond building of origin. The Building Size section includes input fields for Stories above grade (2), Stories below grade (1), Story of fire origin + - (1), Building length (54 ft), and Building width (77 ft). The Building Damage section includes a dropdown for Number of stories with: and input fields for Minor damage (0), Significant damage (1), Heavy damage (0), and Extreme damage (0).

7-13 Sample provided mutual aid

This is the same structure fire as above except it is not in your district. Mutual aid was given in this incident; notice all the tabs related the structure fire gone. If you gave air then check the mutual aid given box, select the state, and their FDID number.

The screenshot shows the 'Incident Records' form for a 'Structure Fire' incident. The incident number is 1100003. The address is 6523 River, Oak Hill, NY 13022. The name is Terry Crane, phone 678-3453. The dispatch information shows 'Structure Fire'. The 'Times' section shows Dispatch: 12/5/2011 07:11, Enroute: 12/5/2011 07:14, On Scene: 12/5/2011 07:16, Close: 12/5/2011 10:55. The 'Incident' section shows Incident Type: 111 STRUCTURE FIRE, Primary Action Taken: 11 FIRE EXTINGUISHED, Secondary Action Taken: 12 SALVAGE / OVERHAUL. The 'Resources' section shows Apparatus Personnel: Fire: 2, EMS: 0, Other: 0. The 'Mutual Aid' section shows 'Mutual Aid Given' checked, with FDID Number: 12345 and State: NY. The 'Transaction' section shows 'New Incident' checked. The 'Authorization' section shows Officer In Charge: 01, FDID: 12345, Member Making Report: 06, Date: 12/31/2011.

7-14 Sample cancelled enroute

Incident type must be 611 dispatched & canceled enroute, Primary action taken must be 93 cancelled enroute, and secondary action taken must be left blank. The enroute time and the on scene time are optional and may be left blank.

The screenshot shows the 'Incident Records' form for a 'General Illness' incident. The incident number is 1100001. The address is 1799 Butternut, Oak Hill, NY 13022. The name is Terry Crast, phone 678-2345. The dispatch information shows 'General Illness'. The 'Times' section shows Dispatch: 12/1/2011 07:04, Enroute: (blank), On Scene: (blank), Close: 12/1/2011 07:52. The 'Incident' section shows Incident Type: 611 Dispatched & canceled en route, Primary Action Taken: 93 Cancelled Enroute, Secondary Action Taken: (blank). The 'Resources' section shows Apparatus Personnel: Fire: 0, EMS: 1, Other: 0. The 'Mutual Aid' section shows 'None' checked. The 'Transaction' section shows 'New Incident' checked. The 'Authorization' section shows Officer In Charge: 01, FDID: 12345, Member Making Report: 03, Date: 12/31/2011.

7-15 Sample no call for the month

Use this if your department has a month without any calls. You **MUST** put the last day of the month in the dispatch date box, and check the bottom box “no calls for the month”. Also enter a unique incident number, anything it does not get sent to the state.

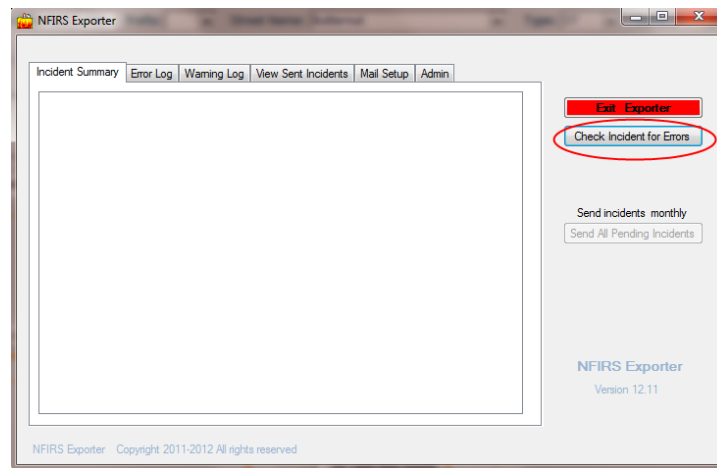
The screenshot shows the 'Incident Records' form. The 'Incident' field is set to '1100000'. The 'Dispatch Information' dropdown is set to '000 No calls reported this month'. The 'Dispatch' date is '9/30/2012'. The 'Incident Type' dropdown is also set to '000 No calls reported this month'. The 'Transaction' section has 'No calls this month' checked. The 'Authorization' section has 'Member Making Report' set to '01' and 'Date' set to '9/13/2012'. The 'Send to NFIRS' button is visible in the top right.

7-16 Checking completed incidents for errors

After the incident is completed click the send to NFIRS button.

The screenshot shows the 'Incident Records' form for a completed incident. The 'Incident' field is set to '1100001'. The 'Dispatch Information' dropdown is set to 'General Illness'. The 'Dispatch' date is '12/1/2011' at '07:04'. The 'Incident Type' dropdown is set to '321 EMS call, excluding MVA with injuries'. The 'Primary Action Taken' is '32 Provide basic life support (BLS)'. The 'Transaction' section has 'New Incident' checked. The 'Authorization' section has 'Member Making Report' set to '03' and 'Date' set to '9/13/2012'. The 'Send to NFIRS' button is circled in red.

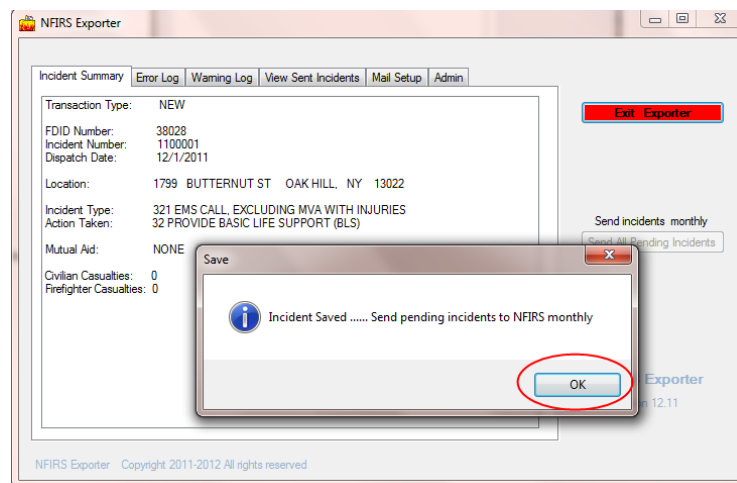
NFIRS Exporter will open, then click the check incident for errors button.



If your incident is free of errors it will be saved and you can then send them monthly.

If your incident contained errors you will be instructed to click the error log tab and correct your errors.

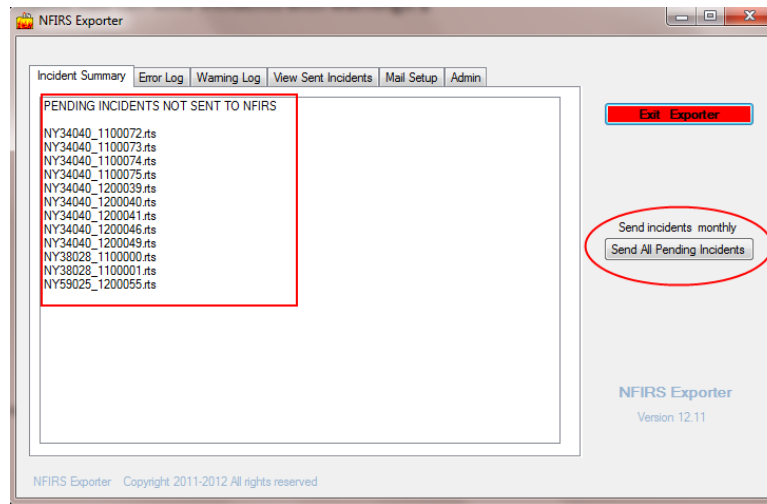
If you receive a warning, open the warning log tab and review. Warnings are only asking you to check on common mistakes. You can send incidents with warnings.



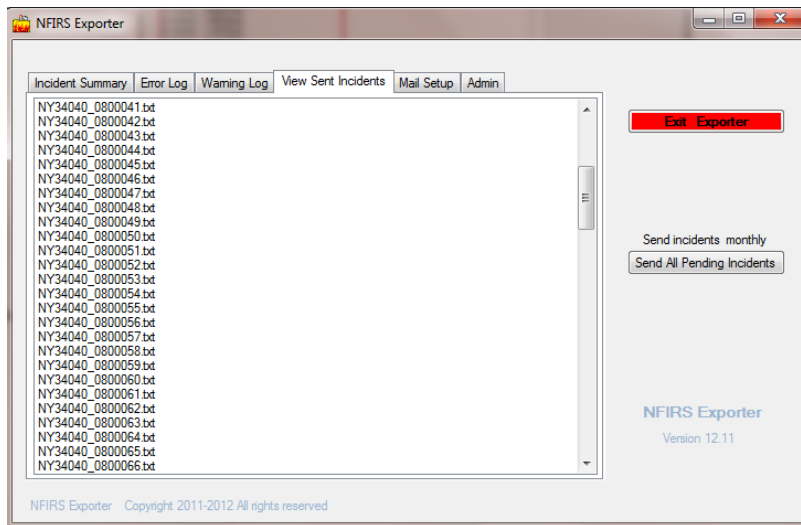
Click OK

7-17 Sending incident reports

After error checks are complete you will see a list of pending incidents that have not been sent to NFIRS. After you have completed all your calls for the month click the send all pending incident button. This will send all your pending incidents to NFIRS and delete them from the pending incidents queue.



You can view the sent incidents by selecting the view sent incidents tab.



Chapter 8 SCBA maintenance

8-1 Adding a new pack

Open the SCBA pack maintenance form and click on the add new pack button. Each pack **must** have a unique identification number, select or enter the remaining pack information, and then click save.

The screenshot shows the 'SCBA Pack Maintenance' window. The 'ID Number' field is set to '05'. The 'Location / Member' dropdown is set to 'Rescue-12'. The 'Manufacturer' is 'MSA', 'Model' is 'MMR/Firehawk', 'Serial Number' is '1234567', 'Inservice Date' is '9/17/2012', and 'Retire Date' is '9/19/2027'. The 'Add New Pack' button is circled in red. The 'Select Equipment to Edit' list shows '01: Engine-33', '02: Engine-33', '03: Engine-35', and '04: Engine-35'. The 'Maintenance Item' table is empty.

Date	Maintenance Item	Work Completed By	Cost	Comments
------	------------------	-------------------	------	----------

8-2 Editing a existing pack

Select the pack you want to edit from the equipment list.

The screenshot shows the 'SCBA Pack Maintenance' window. The 'ID Number' field is set to '02'. The 'Location / Member' dropdown is set to 'Engine-33'. The 'Manufacturer' is 'MSA', 'Model' is 'MMR/Firehawk', 'Serial Number' is '12345678109', 'Inservice Date' is '1/1/2011', and 'Retire Date' is '1/1/2026'. The 'Add New Pack' button is circled in red. The 'Select Equipment to Edit' list shows '01: Engine-33', '02: Engine-33', '03: Engine-35', '04: Engine-35', and '05: Rescue-12'. The 'Maintenance Item' table contains a list of maintenance items.

Date	Maintenance Item	Work Completed By	Cost	Comments
12/2/2011	Monthly Inspection	Fire Lieutenant	\$0.00	
11/1/2011	Monthly Inspection	Fire Captain	\$0.00	
10/1/2011	Replaced batteries	Chief	\$5.00	
9/1/2011	Monthly Inspection	Fire Captain	\$0.00	
8/1/2011	Monthly Inspection	Fire Captain	\$0.00	
7/1/2011	Replaced batteries	Fire Captain	\$5.00	
6/1/2011	Monthly Inspection	Fire Captain	\$0.00	
5/1/2011	Monthly Inspection	Fire Lieutenant	\$0.00	
4/1/2011	Monthly Inspection	Chief	\$0.00	Covered under warranty
3/1/2011	Monthly Inspection	Fire Captain	\$0.00	
2/1/2011	Monthly Inspection	Fire Captain	\$0.00	
* 9/19/2012			\$0.00	

8-3 Deleting a existing pack

After selecting the pack, you may only delete an existing pack after all the maintenance items have been deleted first.

8-4 Adding a maintenance item to an existing pack

After selecting the pack, click add maintenance item and a maintenance log box will pop up. Next select or enter the remaining fields, and click save & exit.

Edit an existing maintenance item by changing the field directly on the main page.

The screenshot shows the 'SCBA Pack Maintenance' application. The main window has fields for ID Number (04), Location / Member (Engine-35), Manufacturer (MSA), Model (MMR/Firehawk), Serial Number, Inservice Date (1/1/2011), and Retire Date (1/1/2026). Below these are buttons for 'Add New Pack', 'Delete Pack', 'Save', and 'Add Maintenance Item' (circled in red). A table lists maintenance items with columns for Date, Maintenance Item, and Work Completed By. A 'Maintenance Log' dialog box is open, showing fields for Inventory Number (04), Date (9/19/2012), Maintenance Item, Work Completed By, Comments, and Cost (\$0.00). The 'Save & Exit' button in the dialog is circled in red.

8-5 SCBA inventory and maintenance reports

Click inventory report to print a list of all your air packs.

Maintenance reports are printed by pack, you must first select an air pack before you can print a maintenance report.

The screenshot shows the 'SCBA Pack Maintenance' application with ID Number 01 and Location / Member Engine-33. The 'Select Equipment to Edit' list on the right includes Engine-33, Engine-35, and Rescue-12. The 'Inventory Report' button is circled in red. The main table lists maintenance items with columns for Date, Maintenance Item, Work Completed By, Cost, and Comments. The table shows a history of monthly inspections and repairs, with a note 'Covered under warranty' for a broken harness.

8-6 Adding a new air cylinder

Open the SCBA cylinder maintenance form and click on the add new cylinder button. Each cylinder **must** have a unique identification number, select or enter the remaining cylinder information, and then click save.

Notice the hydro due date and the retire date, they are important if you run the hydro test due reports.

Date	Maintenance Item	Work Completed By	Cost	Comments
12/1/2011	Monthly Inspection	Chief	\$0.00	
11/1/2011	Monthly Inspection	Chief	\$0.00	
10/1/2011	Monthly Inspection	Chief	\$0.00	
9/1/2011	Monthly Inspection	Chief	\$0.00	
8/1/2011	Monthly Inspection	Chief	\$0.00	
7/1/2011	Monthly Inspection	Fire Captain	\$0.00	
6/1/2011	Monthly Inspection	Fire Captain	\$0.00	
5/1/2011	Monthly Inspection	Fire Captain	\$0.00	
4/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	
3/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	
2/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	

8-7 Air cylinder hydro test due report

The hydro due dates turn green if they are within 30 days of needing an inspection, and red if the hydro is past due.

ID Number	Manufacturer	Model Number	Serial Number	Cylinder Type	Rated Pressure	Hydro Due Date	Retire Date
01	MSA	Luxfer	ACK1236743	Carbon Fiber	4500 PSI	1/1/2011	1/1/2026
02	MSA	MMR/Firehawk		Carbon Fiber	4500 PSI	1/1/2011	1/1/2026
03							
04							
05							
06							
07							
08							

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8-8 Adding a new mask

Open the SCBA mask maintenance form and click on the add new mask button. Each mask **must** have a unique identification number, select or enter the remaining mask information, and then click save.

SCBA Mask Maintenance

ID Number: 01 Location / Member: 01 Dave Jones E

Manufacturer: MSA Size: Medium

Model: MMR/Firehawk

Serial Number:

Inservice Date: 1/1/2011 Retire Date: 1/1/2026

Add New Mask Delete Mask Save Add Maintenance Item

Select Equipment to Edit: 01 01 Dave Jones E

Cylinder Maintenance Pack Maintenance Regulator Maintenance Inventory Report Maintenance Report Close

Date	Maintenance Item	Work Completed By	Cost	Comments
12/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	
11/1/2011	Replaced Batteries in Heads up Display	Fire Captain	\$3.00	
10/1/2011	Monthly Inspection	Fire Captain	\$0.00	
9/1/2011	Monthly Inspection	Fire Captain	\$0.00	
8/1/2011	Monthly Inspection	Fire Captain	\$0.00	
7/1/2011	Monthly Inspection	Fire Captain	\$0.00	
6/1/2011	Monthly Inspection	2nd Assist Chief	\$0.00	
5/1/2011	Monthly Inspection	2nd Assist Chief	\$0.00	
4/1/2011	Monthly Inspection	2nd Assist Chief	\$0.00	
3/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	
2/1/2011	Monthly Inspection	1st Assist Chief	\$0.00	
1/1/2011	Monthly Inspection	Chief	\$0.00	
* 9/21/2012			\$0.00	

8-9 Adding a regulator

Only use this section if your regulators are **not** part of the air pack.

Open the SCBA regulator maintenance form and click on the add new regulator button. Each regulator **must** have a unique identification number, select or enter the remaining regulator information, and then click save.

SCBA Regulator Maintenance

ID Number: Location / Member:

Manufacturer: Model:

Serial Number:

Inservice Date: Retire Date:

Add New Regulator Delete Regulator Save Add Maintenance Item

Select Equipment to Edit:

Cylinder Maintenance Pack Maintenance Mask Maintenance Inventory Report Maintenance Report Close

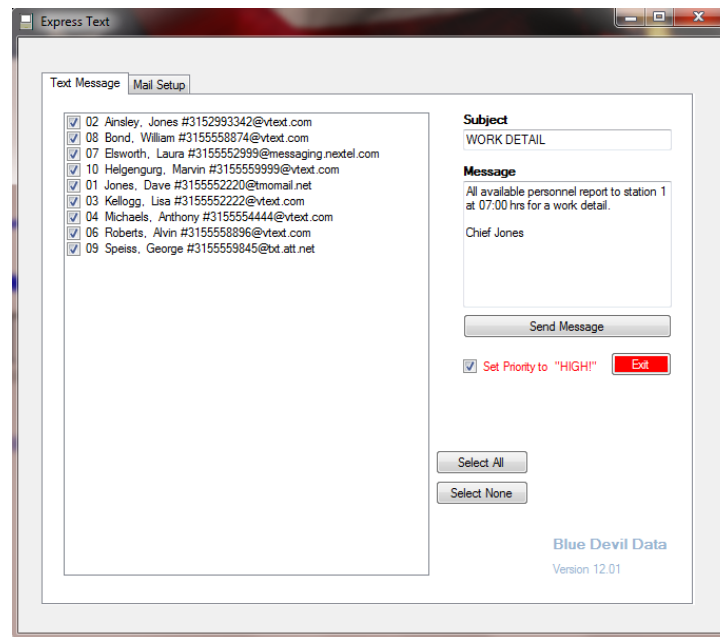
Date	Maintenance Item	Work Completed By	Cost	Comments
* 9/21/2012			\$0.00	

Chapter 12 Express text

12-1 Sending a text message

Open express text from the main menu. Express text opens with all your members selected, you can use the select all or select none buttons or select by individual to change the recipients of the text message.

Enter a subject and message for your text, the message must be between 1 and 160 characters long. Next select the priority for the message and click the send message button.



12-2 Error messages

If you receive an SMTP failed error message open the mail setup tab and check your mail settings (see chapter 1-4).

If you receive an error message when sending a text after you have added a new member try unselecting the new member. If this works then go to the members page and correct the cell phone number or carrier.

